



UNIVERSITI TUNKU ABDUL RAHMAN
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Universiti Tunku Abdul Rahman (UTAR) Centre for Extension Education (CEE)

Student Exchange Programme (SEP) Information Sheet for Undergraduate Academic Exchange, Internship and Project Attachment

Name of University	Universiti Tunku Abdul Rahman (UTAR), Malaysia	
SEP Coordinators & Contact Numbers	Name: Ir. Dr. Lim Jee Hock Email: limjh@utar.edu.my Contact Number: +603-90860288 Ext: 202 Mobile Phone No.: +6012-6267373 WeChat ID: limjeehock WeChat QR code:  <u>Kampar Campus</u> Name: Ms. Janice, Kong Chee Yeng Email: kongcy@utar.edu.my Contact Number: +605-4688888 Ext: 2236 Address: Heritage Building, First Floor A178A, Jalan Universiti, Bandar Barat, 31900, Kampar, Perak, Malaysia. Name: Mr. Chong Jin Qian Email: chongjq@utar.edu.my Contact Number: +605-4688888 Ext: 2236 Address: Heritage Building, First Floor A178A, Jalan Universiti, Bandar Barat, 31900, Kampar, Perak, Malaysia. <u>Sungai Long Campus</u> Name: Ms. Hely, Wong Shin Chet Email: wongschet@utar.edu.my Contact Number: +603-90860288 Ext: 334 Address: KB008B, Ground Floor, KB Block, Jalan Sungai Long, Bandar Sungai Long, Cheras 43000, Kajang, Selangor, Malaysia.	
Academic Calendar	January Trimester: End of January – Mid of June June Trimester: Mid of June – End of October October Trimester: Mid of October – End of January (subsequent year) UTAR has a total of 3 trimesters in 1 academic year UTAR Academic Calendar link: https://admission.utar.edu.my/intake-and-Academic-Calendar.php 	
Available Duration of Programme	Student may enroll in any one trimester to a maximum of one academic year.	

SEP Application Period	Trimester	Start Date	Due Date
	January Trimester	1st Aug (previous year)	30th Sept (previous year)
	June Trimester	1st Jan (current year)	28th Feb (current year)
	October Trimester	1st May (current year)	30th June (current year)
SEP Application Procedure	- Submit soft copies of documents only (hard copies are not required). - Students are required to complete the Student Exchange Programme Application Form online.		
Documents Required for Application	1. Students are required to complete the Student Exchange Programme Application Form online. 2. Prepare and provide the required documents below in pdf via an online link. We will access and review them through the link you provide. - A letter of recommendation from the Head of Department / Dean from Home Institution who supports their application - A copy of Official Academic Transcripts (in certified English translation) - A copy of passport biodata (only pages with passport number, photo, issuance and expiry date) (<i>Passport guideline HERE</i>) - A copy of passport size photo with size 4.5 cm x 3.5 cm (white background) – JPEG format (<i>Passport photo guideline HERE</i>) - A letter of confirmation from Home Institution to prove that the applicant is enrolled as a full-time student at Home Institution and as an exchange student to UTAR (<i>Letter guideline HERE</i>) - A copy of passport for all pages including blank pages (As per requirement by EMGS, the passport must be valid for at least 18 months from the expected date of entry.) (<i>Passport guideline HERE</i>) Health Declaration Form		
When will students receive the offer letter?	Within 1 month after student complete the application form.		
When will the official transcripts be ready?	Within 1 month after result is released.		
Cost of Tuition/ per Trimester	Tuition fee is waived according to the agreed number of inbound exchange student stated in STUDENT EXCHANGE AGREEMENT (SEA) .		
Estimated Cost of Living per Month	Accommodation: RM 400 to RM1000 (Off-Campus housing) Food: RM 600 to RM1000 (Three meals per day) Transport: RM 30 to RM 70 (UTAR or Public Transport) Others*: RM 200 to RM 300 Estimated cost per month: RM1230 to RM2370 * Entertainment, clothes, mobile phone, utilities, books etc.		
Website for SEP Information	Website link: UTAR Student Exchange Programme 		

Language Requirement	There is no language requirement for exchange students, but it would be better if students have English proficiency equivalent to IELTS 5.0 or above, especially for English-taught courses. If students plan to take courses in English Language and English Education programmes, the English requirement is IELTS 6.0 or above.
UTAR Programmes	Undergraduate Programme: https://study.utar.edu.my/undergraduate.php All UTAR Undergraduate Programmes accept exchange students, except for Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.). This programme is only for local students. All programmes/courses in UTAR are taught in the English Language except Chinese studies, Chinese Medicine and Journalism in Chinese Media (partially). 
Accommodation Information	Kampar campus <u>Danish House:</u> Contact Person: Ms. Rachel Website Link: https://www.danishhouse.com.my/ Email: sadept.dh@gmail.com Contact Number: +605-467 1763 Mobile Phone No.: +6011-1060 1622  <u>Westlake Villas Home:</u> Contact Person: Ms. Kaycee/Mr. Hoong Website Link: http://www.westlakevillas.com.my/en Email: sadeptox.dh@gmail.com Contact Number: +605-467 1763 Mobile Phone No.: +6011-1060 1322  Sungai Long campus <u>Azalea Apartment:</u> Contact Person: Ms. Annie Email: azalea125.info@gmail.com Contact Number: +60 11-1618 4268 Operation Hours: Monday – Friday (10am – 5pm)

Immigration Highlight	Immigration charges include • Immigration processing fee • Medical and health insurance • Post medical screening fee • I-card • E-Val • Student pass • Entry VISA • Caution money (refundable upon completion of study in UTAR) • Personal bond fund (refundable upon completion of study in UTAR) EMGS Information Link: https://educationmalaysia.gov.my 
Pre-Arrival Procedure	 • Exchange students are advised to visit the website link https://cee.utar.edu.my/SEP/ • Or email the Centre for Extension Education (CEE) at mobility.cee@utar.edu.my for more information.  • Download and complete the application form. • Prepare all relevant and certified true copy documents. • Submit the application via email.  • Receival of offer letter from UTAR. • Make your bill payment (non-refundable) for the “Student Pass” application.  • Department of International Student Services (DISS) will apply the “Student Pass” via online at “Education Malaysia Global Services (EMGS)”, after students have made their bill payments.  • Receival of Electronic Visa Approval Letter (eVAL) once EMGS approves the application. • The eVAL is only valid for 6 months. Failure to enter Malaysia within 6 months after the eVAL is issued may result in students needing to reapply for the “Student Pass”.  • Foreign students who receive eVAL must obtain Single Entry Visa (SEV) from the Malaysian High Commission / Embassy / Consulate Office overseas before entering Malaysia. SEV must be utilised within 3 months of issuance. • Failure to provide eVAL and SEV may result in denied entry to the country by the Immigration Department of Malaysia.  • Please consult DISS or UTAR representative before purchasing flight tickets. The preferable arrival time in Malaysia is either morning or afternoon during working days. Arrival time at night, or on Saturdays, Sundays and Public Holidays are not encouraged. • Students are advised to send their flight itinerary, minimum 10 days’ prior arrival in Malaysia, in order for the university to arrange for a smooth pick up at the airport and immigration clearance. Kindly inform the university if there are any changes to your flight schedule, to ensure DISS, UTAR representatives can meet you at the airport’s Immigration Department of Malaysia’s office.

	 • Students must not consume any medication at least one week before arriving in Malaysia. • Should there be real medical needs, please consult with your doctor. • Drugs are illegal possession and consumption of drugs are prohibited.  • For appeal cases, the fees will be borne by the students. Students who fail the post medical screening will be deported back to their home country.
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